



AWARD NOTE TO FILE


Branch: GCPE

Project: Daily Tracking Polling Covid-19 Pandemic


Estimated Value: \$95,000

Vendor selected: Strategic Communications Inc.

Award Method (check one that applies)

400 Selected vendor from a pre-qualified list without undertaking a competitive process. 

Reason for assignment to vendor: Awarded in accordance with Core Policy and Procedures Manual Section 6.3.3 a: Due to the Covid-19 Pandemic, an unforeseeable emergency, the services were required immediately and could not be obtained in time by means of a competitive process; this contractor has the necessary resources, expertise, and the availability.

401 Competition amongst vendors on a pre-qualified list. 

Other vendor(s) contacted to provide quotes:
or if Standing Offer Proposal Request, vendor(s) who submitted proposals:

GCPE Contract Manager: Rosa Kouri



Government Communications and Public Engagement
Work Order Request
(Draw Down Form)

GCPE - Stob 60
W2301

320X001

This workorder is subject to the terms and conditions of Standing Offer # SO-GCPE018-005

Ministry, Originating Office and Contact: Government Communications and Public Engagement

Supplier Name, Address and Contact: Strategic Communications Inc, 1170 West 7th Avenue, Suite 305, Vancouver BC V6J 4Y8. Stephanie Lynn, Director of Research & Engagement (West) 778 866 4378.

TERM: April 17, 2020 - June 30, 2020

Deliverables:

This project is daily tracking polling regarding the COVID-19 pandemic in BC. The polling methodology is a daily sample of 180 completed surveys, Monday to Friday only, for six weeks. These daily samples of 180 would be built into five-day rolling samples (replicates), providing a daily reported sample of 900. The first day of polling would begin with a sample of 600 in order to set a solid baseline of 960 completed surveys in the first three days. The budget is based on a survey instrument of no more than 10 minutes in length with limited open end questions. Deliverables consist of instrument drafting and finalization in collaboration with client, programming and testing, fielding of online survey for 30 days (Mon-Fri only), data merging/cleaning/coding and statistical weighting, daily delivery (Mon-Fri) of topline and crosstabulation reports based on 5-day rolling sample, daily delivery (Mon-Fri) of a report in PowerPoint/PDF format with tracking charts and tables, and project management.

FEES (per standing offer hourly rates)	Hours	Hourly Rate	Estimated Cost
Client Services:			
Account Services Primary	s.17; s.21		\$ 5,550.00
Account Services Secondary			\$ 4,625.00
Research Director or Management			\$ 4,625.00
Data Analysis			\$ 16,000.00
Report Writing Services			\$ 14,800.00
Supplier Management			\$ 1,850.00
Total for client services			\$ 47,450.00
Sub-Contracted Services (total only, attach estimate)			
Panel sample			\$ 42,240.00
Survey hosting			\$ 5,296.20
Total for other costs / sub-contracted costs			\$ 47,536.20
Total			\$94,986.20

To be completed by SUPPLIER

Authorized Signatory Approval:

Print Name: Stephanie Lynn

Date: April 17, 2020

To be completed by GCPE

Rosa Kouri

April 17, 2020

GCPE Approval

Print Name

Date

To be completed by MINISTRY OR GCPE EXPENSE AUTHORITY

Nammi Poorooshab

April 17, 2020

Expense Authority Approval

Print Name

Date

Supplier	Service	# units	Cost per unit	Other	Total
Logit	Panel sample	5820	\$ 7.00	\$1,500	\$42,240.00
FocusVision/Decipher	Survey hosting	5820	\$ 0.91		\$5,296.20

Notes
Provided quote for 5,820 completed surveys + \$1500 project management fee
Provided copy of our yearly contract which shows Stratcom pays 65 cents USD per survey hosted = 91 cents CAD